

SOLE SOURCE FORM

Revised 4/2017

Sole Source: only one vendor/supplier/product possess the unique and singularly available capability to meet the requirement of the solicitation or the project.

Request Date:

Bureau:

Name of Project:

CONTACT

Project Manager Name:

PM Phone:

PM Email:

SPEND

Cost Estimate:

Future Purchases:

Reason for Sole Source Pursuant to [City Code 5.33.120\(A\)](#):

The product or service is the only one with the necessary quality, merit or functionality required by the City.
Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment, supplies, or services
The product or service is required for exchange of software and data with other public or private agencies
The particular product or service is for use in a pilot or an experimental project

Findings that support the conclusion that the Goods or Services are available from only one source:

Why haven't specifications, descriptions, etc., suitable for effective competition not been developed?

Why must this procurement must be accomplished on a sole source basis, rather than through the use of competitive bids/quotes?

What are the necessary features(s) that this vendor provides which are not available from any other source?

Describe and explain any other specific requirements, attributes or characteristics driving the need for a sole source.

What steps were taken to verify that these features are not available elsewhere?

Other brands/manufacturers were examined (provide phone numbers, names, and explain why these were not suitable).

Searched Internet and found no other alternatives.

The following vendors were contacted and could not provide the necessary product/service (provide vendor name and contact, and explain why these were not suitable):

FOR PROCUREMENT STAFF TO COMPLETE

Buyer: _____ Date: _____ CPO: _____ Date: _____

Complete this form and email along with [Goods & Services Transmittal form](#) and any other supporting documentation to the ["Purchasing, Goods & Services"](#) mailbox found in Outlook